

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/01/2024



94545  
Hayward, CA, 94545

## Jr. Administrative Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$20.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Hayward client is in need of two onsite bilingual Spanish Jr. Administrative Assistants.

In this bilingual Spanish admin role, you will be responsible for the following:

- communicating with clients to open up work orders
- following up with the clients with their invoices and services via email and phone
- data entry into excel with client leads
- entering client information into the internal database
- review timesheets before submitting to the payroll department
- other tasks asked of you such as filing

Ideally looking for someone that is a fast learner, has great communication skills in both English & Spanish, someone who is flexible to ever changing tasks, and can meet deadlines effectively

If you are interested in this bilingual admin assistant role, apply today.

### Requirements

Filing, Spanish Language, Data Entry, Customer Service

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**This Job Posting will expire in 10 days.**